

Professional and Managerial Branch
Water Utilities Administration Group
Systems Management Series

WASTEWATER OPERATIONS CONTROL ANALYST

6/02 (AM)

General Purpose

Under general direction, monitor performance of El Paso Water Utility (EPWU) wastewater treatment systems to ensure optimum operating performance

Typical Duties:

Initiate, coordinate and implement special projects to maintain or improve wastewater treatment system process control. Involves: Monitor and evaluate results of laboratory analysis of water quality before, during and after each individual treatment process. Perform field and laboratory tests on different stages of the treatment process, and make or recommend adjustments as necessary. Maintain and update operations and maintenance manuals and integrate them into EPWU's plant standard operating procedures manuals. Develop, implement and enforce quality assurance and control measures. Review and evaluate required wastewater discharge permits. Evaluate impact of current and new federal, state, and local laws, rules and regulations that relate to wastewater treatment systems. Maintain and keep up-to-date wastewater system records required by federal, state and local regulatory agencies; analyze and evaluate them for discrepancies. Develop and maintain records of contracts between EPWU and other agencies. Generate technical reports and letters for submission to various regulatory agencies and EPWU divisions as required. Prepare annual budget cost projections for special projects. Authorize the purchase of supplies and equipment for special research projects. Consult with other EPWU divisions, City departments, regulatory agencies and contract engineering firms to assess effectiveness of wastewater treatment process.

Perform related duties as required. Involves: Substitute for coworkers or supervisor, if assigned, to maintain continuity of operations during temporary absences.

Knowledge, Abilities and Skills

- Comprehensive knowledge of chemical, biological, and physical properties of the wastewater treatment processes and materials.
- Comprehensive knowledge of federal, state and local ordinances, rules, and regulations governing wastewater treatment and discharge.
- Considerable knowledge of wastewater treatment and industrial waste pretreatment system design, operation, and process control.
- Considerable knowledge of wastewater treatment methods, materials and equipment.
- Ability to express oneself clearly and concisely, both orally and in writing, to prepare and present technical reports, correspondence, spreadsheets, charts and graphs using various computer software applications.
- Ability to prepare and maintain records on wastewater treatment projects.
- Ability to establish and maintain effective working relationships with fellow employees, city, state and federal officials, contractors, and the public.

Other Job Characteristics

- Frequent exposure to hazardous conditions and materials such as unstable terrain, confined spaces or trenches, hazardous materials, air and water borne pathogens, and dangerous insects, snakes and animals common to wastewater treatment facilities, lift stations and construction sites.
- Frequent walking on uneven terrain, bending, stooping and squatting, climbing ladders, and moving or lifting equipment, tools and materials weighing up to twenty-five (25) pounds.
- Occasional operation of a motor vehicle through city traffic.

Minimum Qualifications

Education and Experience: Equivalent to the combination of an accredited Bachelor's Degree in Chemistry, Microbiology, Biology, Bacteriology, Engineering and five (5) years of increasingly responsible professional water or wastewater treatment, collection, and distribution systems design, maintenance, laboratory, or operation experience.

Licenses and Certificates: TRNCC Class "B" Wastewater Treatment Plant Operator's Certification at time of appointment. TRNCC Class "A" Wastewater Treatment Plant Operator's Certification within one year of appointment. Texas Class "C" Driver's license.

Human Resources Director

Department Head

OFFICIAL